

Fiscal report through Sept 30, 2009 (payroll through 9/27/08)

### **Notes and Discussion:**

#### **Personnel and Associated Costs:**

A. Barrett (EPI I) left mid Sept. 08 – additional \$362 in unanticipated expenses.

Posting for EPI II in works. Anticipated start date 9/28/08 Do not know if position is filled

Projected savings in Personnel and associated costs derived from:

- 3% increase for ½ year was projected in budget for last grant year application and working budget. This is unlikely to occur before 12/31.
- J. Sennett is working 60% and budgeted for 85%
- Watarida under funded (position filled after grant).
- Projections updated in Sept. to reflect Harris working full time through 12/30. I have an email into F & D for details of pay fluctuation.

#### **Contracts:**

Fringe reduction savings remain in MM – now \$24,000 (was \$30,000)

- \$6,000 moved to IT in core (5266) to reflect CBE Holding costs – Sally approved costs in Aug/Sept 08.
- Balance of MM \$24,000 for discussion at meeting.
- Eva to adjust unit codes on J46 contracts. I need to meet with Eva to see if she can change to unit codes. Use IT codes or awarded codes?

#### **Other:**

Discussion regarding \$3K in JJ2 NEDSS 5243 ELC - for distribution of new regulations. This was discussed at the May 08 meeting and Ann was asked to add the funding line.

Waiting to hear back from CDC regarding roll over request – emailed project officer 10/08

#### **Budget Changes:**

Change \$8,000 in 5240 from software to U05 for VT Regina. Bionumerics Software to be purchased from MWRA account.

Garry Fausett request for Pulsenet lab: \$1,000 from FF to KK in 5240

Move from MM to UU \$6,000 moved to IT/UU in core (5266) to reflect CBE Holding costs – Sally approved costs in Aug/Sept 08.

#### **Notes from Meeting (10/10) and Action Plan**

**Attending:** Connolly, Grace (DPH); McGuire, Thomas M (DPH); Kludt, Patricia (DPH); Brown, Catherine (DPH); Church, Daniel (DPH); Fausett, Gary (DPH); Han, Linda (DPH); Smole, Sandra (DPH); Haney, Gillian (DPH); Corban, Doreen (DPH); Madoff, Larry (DPH); DeMaria, Alfred (DPH); Caloggero, Dina (DPH)

Approval for printing posters for HEU \$3,600.

Doreen to determine if she will be able to attend training for Tapestry software and purchase software prior to 12/31.

ISIS will not need the 3K for distribution of new regulations